



FIRESMART COORDINATOR AND EMERGENCY PLANNING ASSISTANT

Independent Contractor Opportunity (Two-Year Term)

August 21, 2026

The Central Coast Regional District is seeking a community-minded contractor to coordinate and deliver its FireSmart program across the region.

This flexible, part-time opportunity is well suited to someone who enjoys working with people, organizing projects, spending time in communities, and helping residents take practical steps to reduce wildfire risk.

The successful contractor will work collaboratively with residents, First Nation governments, fire departments, improvement districts, community organizations, contractors, and partner agencies to strengthen wildfire preparedness and community resilience throughout the Central Coast Regional District.

ABOUT THE OPPORTUNITY

The contractor will be responsible for planning, coordinating and delivering the Regional District's FireSmart program. Services are expected to include:

- Developing and delivering community outreach, public education and seasonal awareness activities;
- Conducting Home Ignition Zone Assessments and providing practical wildfire risk-reduction guidance;
- Coordinating FireSmart workshops, neighbourhood initiatives and community events;
- Recruiting, training and supporting Local FireSmart Representatives;
- Coordinating grant-funded activities, projects, contractors, budgets, records and reporting;
- Supporting the development and implementation of Community Wildfire Resiliency Plans;
- Coordinating the procurement of a Structural Protection Unit, equipment and trailer in accordance with Regional District procurement policies and authorization processes;
- Developing plans for Structural Protection Unit storage, inventories, training, exercises, maintenance and operational readiness in collaboration with fire departments, the BC Wildfire Service and other technical partners;
- Developing and implementing a program to help seniors and Elders access and complete eligible FireSmart activities, with implementation anticipated during the second year of the contract;

- Collaborating with FireSmart programs operated by the Cariboo Regional District, Heiltsuk Nation and Nuxalk Nation; and
- Co-facilitating the Bella Coola Valley FireSmart Resiliency Collaborative.

A secondary component of the services, anticipated to represent no more than approximately 20% of the overall contract value, may support related emergency planning projects. This may include evacuation planning, Emergency Operations Centre procedures, Emergency Support Services preparedness, public notification, training, exercises and grant administration.

Specific deliverables, priorities, timelines and available funding will be established in the service agreement and annual work plans.

WHO WE ARE LOOKING FOR

The Regional District is looking for a contractor who:

- Builds positive and respectful working relationships;
- Is dependable, organized and able to coordinate multiple projects and deadlines;
- Communicates wildfire-preparedness information in clear, practical and approachable language;
- Is comfortable facilitating meetings, workshops, training sessions and public events;
- Can organize and carry out the services independently while providing agreed-upon progress reports;
- Is comfortable conducting outdoor property assessments and site visits;
- Is able and willing to travel to rural and remote communities;
- Demonstrates sound judgment, adaptability and a willingness to learn; and
- Is capable of managing the administrative, financial and reporting requirements associated with publicly funded projects.

PREFERRED QUALIFICATIONS

Applicants should demonstrate an appropriate combination of education, training, experience, and community knowledge related to one or more of the following:

- FireSmart programming;
- Wildfire preparedness or mitigation;
- Forestry or fire services;
- Emergency management;
- Community engagement;
- Project coordination;
- Grant administration;
- Public sector procurement and contractor coordination; or
- Local government or First Nations programming.

FireSmart 101, Local FireSmart Representative, or Wildfire Mitigation Specialist training is preferred. Applicants who are willing and able to complete relevant FireSmart training will also be considered.

The Regional District will consider equivalent combinations of education, training, experience, and community knowledge.

A valid driver's licence and access to reliable transportation suitable for required regional travel are normally required. Reasonable accommodation will be considered where the essential travel requirements of the contract can otherwise be met.

SERVICE ARRANGEMENT

This is an independent contractor opportunity for a term of up to two years, subject to contract approval, funding availability, satisfactory performance and any termination provisions contained in the service agreement.

The anticipated level of effort is approximately 10 to 15 hours per week on average. Actual hours may vary depending on seasonal activities, approved projects, community events and available funding. The contractor will independently organize the timing and manner in which the services are provided, subject to agreed deliverables, deadlines, safety requirements, community schedules and coordination with Regional District representatives.

The services will involve a combination of:

- Work from the contractor's own office;
- Community meetings and public events;
- Outdoor property assessments and project site visits;
- Training and exercises; and
- Occasional work at Regional District or partner facilities.

Some evening or weekend availability may be needed for scheduled community events, training or urgent program requirements. These activities will be arranged in advance whenever reasonably possible.

The contractor may provide services to other clients, provided that doing so does not create a conflict of interest, interfere with the contractor's obligations to the Regional District or involve the unauthorized use or disclosure of confidential information.

The contractor will generally be responsible for supplying their own office equipment, communications services, transportation, insurance, registrations and ordinary business expenses. The service agreement will identify any equipment supplied by the Regional District and the conditions governing reimbursement of approved regional travel and project expenses.

Before commencing services, the successful contractor will be required to provide:

- Evidence of commercial general liability insurance in the amount specified in the service agreement;
- Evidence of automobile insurance appropriate to the required travel;
- Evidence of WorkSafeBC registration and clearance, where required, or confirmation that registration is not required;
- Applicable business and tax registration information; and
- Any other documentation reasonably required by the Regional District's policies or insurers.

CONTRACT VALUE AND PAYMENT

The anticipated professional service rate is \$40 to \$60 per hour, depending on the applicant's qualifications, experience and proposed approach.

Applicants may propose an hourly or daily rate within or reasonably supported by this range. Applicable GST may be charged in addition to the approved rate where the contractor is registered and legally required to collect it.

The final service agreement will identify:

- The contract term and maximum contract value;
- Approved deliverables and annual work plans;
- The expected level of effort;
- Progress-reporting and record-keeping requirements;
- Invoicing and payment requirements;
- Treatment of approved travel time and expenses;
- Insurance and WorkSafeBC requirements;
- Confidentiality, privacy and records-management obligations;
- Conflict-of-interest requirements; and
- Termination and renewal provisions.

This is a contract-for-services opportunity and does not include employee benefits, vacation pay, statutory holiday pay, overtime pay or other employee entitlements. The legal nature of the relationship will depend on the terms of the agreement and how the services are carried out in practice.

HOW TO APPLY

Please submit:

- A brief cover letter outlining your interest in the opportunity and an example of a community, wildfire-preparedness or project-coordination initiative you helped deliver;
- A résumé or business profile summarizing relevant experience;
- Your proposed hourly or daily professional service rate;
- A list of relevant qualifications and training; and
- Contact information for two professional references.

References will normally be contacted only after the applicant has been advised and has provided authorization.

Applications should be submitted to:

Jessie MacDonald

Emergency Program Coordinator

Central Coast Regional District

Email: epc@ccrd.ca

Closing date: September 16, 2026 4:00 pm

The Central Coast Regional District welcomes applications from qualified individuals and businesses with diverse backgrounds, experiences and perspectives.

Applicants who require accommodation during the selection process may contact the Regional District to discuss arrangements related to the requirements of the opportunity.

The Regional District thanks all applicants for their interest. Only applicants selected for further consideration will be contacted.